



# FREDERICK COUNTY GOVERNMENT

## DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Jan H. Gardner  
County Executive

Steven C. Horn, Division Director  
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### MEMORANDUM

**TO:** Historic Preservation Commission  
**FROM:** Amanda Whitmore, Historic Preservation Planner  
**DATE:** July 19, 2021  
**RE:** Rural Historic Preservation Grant Disbursements

#### Issue:

What percentage of grant funds should initially be disbursed to the awardees of the Smith's Store & Residence, Linganore Farm, and Crown Rose Estates?

#### Background and Discussion:

The Rural Historic Preservation Grant Guidelines approved by the County Council state that the initial disbursement percentage for an awarded grant project will be determined by the Historic Preservation Commission. The initial disbursement can be between 25 to 50% of the total project award. Once the initial disbursement has been made, the remaining grant funds will be reimbursed to the awardee. At 50% completion of the project, an additional 25% may be reimbursed with the remainder of the award reimbursed at project completion.

Three awarded projects will be ready to receive the initial disbursement of grant funding. These projects are associated with the Smiths Store & Residence (CR# 99-02), Linganore Farm (CR# 01-01), and Crown Rose Estates (CR# 16-01). Below is a summary of each project, the awarded amount, and potential percentage disbursements.

<i>Property Name</i>	<i>Project Summary</i>	<i>Grant Award</i>	<i>25% Disbursed</i>	<i>33% Disbursed</i>	<i>50% Disbursed</i>
<i>Smith's Store</i>	Roof and brick replacement; repair of wooden framing elements: stairs, windows, doors, and	\$26,055	\$6,513.75	\$8,685.00	\$13,027.50

	eaves; and repaint.				
<i>Linganore Farm</i>	Repair and replacement of various rear porch components, window trim, shutters, and eaves; reglaze windows; and repaint.	\$45,360	\$11,340	\$15,120	\$22,680
<i>Crown Rose</i>	Install storm windows and doors.	\$50,000	\$12,500	\$16,666.67	\$25,000

Review of the estimates for each project does not show how much of a down payment is required to start work. Typically up to one-third of the project cost is required by contractors to start the work.

**Staff Recommendation:**

Staff recommends that the Commission approve one-third or 33% of the grant award to each awardee as this amount should meet the initial deposit required by most contractors.